

## PRINTING MANAGEMENT SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3422	Assistant Superintendent of Print Shop	14	661	6 mo.	05/07/97
3421	Superintendent of Print Shop	03	661	6 mo.	05/07/97

Promotional Line: 190

### Series Narrative

Employees in this series direct or assist in directing the operation, maintenance, and supervision of a print shop or major divisions within it.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Assistant Superintendent of Print Shop**

**3422**

Employees at this level assist in the maintenance, operation, and supervision of a print shop or of the letterpress, offset, or other assigned areas of a print shop. The employees work under direction from a designated manager.

An Assistant Superintendent of Print Shop typically--

1. assists in the general supervision of the print shop or of the letterpress, offset, or other work areas of the print shop, as assigned
2. assists in the planning of printing jobs, including design, printing, and selection of inks and paper stocks in the offset area or, in the letterpress area, typographical layout, design, printing, and engraving or in both areas, as assigned
3. confers with supervisors on printing matters
4. approves Van Dyke and press proofs in the offset area or approves press proofs in the letterpress area or both, as assigned
5. reviews printing for quality of work performed
6. directs the training of print shop employees in area(s) to which assigned
7. makes preliminary estimate of costs for either offset or letterpress printing or both, as assigned
8. assists in the scheduling of work in the print shop, the assignment of priorities on work to be performed, and the determination of deadlines for work accepted
9. performs other related duties as assigned

**Level II: Superintendent of Print Shop****3421**

Employees at this level are responsible for the supervision, operation, and maintenance of all areas of an entire printing plant. They work under administrative supervision from a designated administrator.

A Superintendent of Print Shop typically--

1. supervises all letterpress operations, including composing room, proofroom, pressroom, bindery, and shipping operations
2. supervises all offset operations, including camera room, plate room, and pressroom
3. is responsible for training all printing plant employees, including supervisors of lower rank
4. performs time studies, maintains records, and is responsible for the overall scheduling of university printing
5. prepares budgets as required
6. makes equipment purchases as authorized
7. recommends use of new processes and materials
8. participates in labor negotiations as necessary
9. performs other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO****Level I: Assistant Superintendent of Print Shop****3422****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. high school graduation or equivalent
2. five years of general experience in a print shop, three years of which were as a supervisor in one or more specific areas of printing, as required by the institution to be served

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. thorough knowledge of book and job printing, including layup and stripping techniques and dark room, plate room, and press equipment in the offset area or, in the letterpress areas, composing room machines and equipment and presses
2. ability to work effectively with academic and nonacademic staff members
3. ability to exercise good judgment in matters relating to offset and/or letterpress printing

**Level II: Superintendent of Print Shop****3421****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. high school graduation or equivalent
2. six years of experience in a printing plant of comparable diversity as that to be served, with at least two years of major responsibility for operations of several departments or divisions

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. thorough knowledge of all aspects of both letterpress and offset printing, including costs, materials, and processes
2. administrative ability
3. supervisory ability
4. mechanical skill and aptitude
5. ability to communicate effectively
6. ability to work effectively with faculty and staff
7. good judgment

Assistant Superintendent of Print Shop  
Superintendent of Print Shop

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